

Spec. Code: 0270
Occ. Area: 02
Work Area: 502
Prom. Line: None
Prob. Period: 6 mo.
Effective Date: 09/30/87

NATURAL SCIENCE TECHNICAL ASSISTANT

Function of Job

Under general supervision from the head of an academic department and/or from other staff members as designated, to perform duties requiring a high degree of technical skill and ability and to assume responsibility for the efficient care, maintenance, and/or operation of a scientific laboratory.

Characteristic Duties and Responsibilities

1. prepares specifications for, checks cost of, requisitions, and issues supplies of drugs, cultures, chemicals, specimens, and equipment for a laboratory
2. maintains inventory and/or performance record of supplies, biologicals, drugs, and equipment
3. prepares, identifies, and dispenses laboratory media, chemicals, compounds, solutions, drugs, biologicals, and specimens and/or is responsible for same
4. mounts specimens and/or is responsible for same
5. maintains, constructs, adjusts, and repairs laboratory equipment and/or is responsible for same
6. sterilizes equipment instruments and/or is responsible for same
7. trains and supervises laboratory workers of lower rank
8. participates in staff conferences relating to the planning and progress of a scientific laboratory
9. performs scientific tests and/or is responsible for same
10. secures, records, and tabulates data relating to tests, experiments, and collections of specimens
11. prepares, processes, edits, evaluates, correlates, and files slides and films relating to departmental studies
12. assists professional staff in research projects, experiments, classification of specimens, animal surgery, and autopsies
13. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
2. (A) six years of experience in laboratory techniques, three years of which must have been gained in the department to be served

or

(B) Bachelor's degree with a major in the biological sciences or chemistry and two years of experience in a scientific laboratory

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of drugs, biologicals, supplies, and equipment used in a laboratory
2. skill in the use of a wide assortment of power and hand tools
3. ability to operate, maintain, and repair laboratory equipment
4. ability to measure reactions and to compute minute quantities of material with maximum accuracy
5. ability to establish and maintain good working relations